


CERTIFICATION AND AGREEMENT TO PAY FILING FEE

Trustees and counsel for trustees must e:file a [Certification and Agreement to Pay Filing Fee](#) for every e:filed appeal, cross appeal, adversary proceeding and motion for which a filing fee is required whether or not sufficient funds currently exist in the estate. This form must be e:filed as a separate document and linked to the appropriate document using the instructions below. **DO NOT** upload this form as an attachment to the motion. Failure to e:file this form or e:file the form incorrectly will result in an erroneous charge to your credit card. In the event your credit card is erroneously charged, please contact the Help Desk in the appropriate vicinage.


When and if sufficient funds become available in the estate, trustees and counsel for trustees are to forward the filing fee to the Office of the Clerk in the appropriate vicinage. The check must be accompanied by a paper copy of the court's Notice of Electronic Filing (NEF) relating to the document for which the filing fee is due. **DO NOT** forward the NEF generated by the e:file of the Certification and Agreement to Pay Filing Fee.

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- STEP 1** Choose **Bankruptcy** from main menu if the filing is in the main case or choose **Adversary** from main menu if the filing is in an adversary.
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Certification and Agreement to Pay Filing Fee**; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** **Select the Party** screen displays. Select your name; click [NEXT]
- STEP 7** Upload PDF file and any attachments; click [NEXT]
- STEP 8** Select the category to which your event relates; click [NEXT]
- STEP 9** Place a check in the box next to the appropriate matter; click [NEXT]

 *TIP - If only one event exists, CM/ECF will default with a check in the box.*

STEP 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; review for accuracy; modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Certification and Agreement to Pay Filing Fee Albert Trustee (related document(s)[5]). (Albert Trustee)

STEP 12 Notice of Electronic Filing displays.